August 31, 2007

### GENERAL LETTER NO. 9-B-AP-3

ISSUED BY:    Bureau of Collections, Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT:    Employees' Manual, Title 9, Chapter B, Appendix, *GENERAL COMPUTER INFORMATION AND ICAR SECURITY APPENDIX*, pages 33 and 34, revised.

**Summary**

This chapter lists information regarding computer security and other general information about the child support computer system. Changes made include moving two computer screens from the security class 023 to security class 002.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 9, Chapter B, Appendix, and destroy them:

| Page | Date |
|------|------|
| 33, 34 | April 20, 2004 |

**Additional Information**

Refer questions about this general letter to your regional collections administrator.

| Security Class: 001 | Authorized Personnel: DHS Finance Staff |
|---|---|
| Abbreviated Screen Name | Screen Name |
| VBAL | View Balance |
| VFCM | UPPA FCM Monthly Detail |

| Security Class: 002 | Authorized Personnel: DHS Finance Staff |
|---|---|
| Abbreviated Screen Name | Screen Name |
| COUNTY | County Code Maintenance |
| DISTRICT | District Code Maintenance |
| IPAR1 | IPAR1 (Paternity Affidavit) |
| IPAR2 | IPAR2 (Paternity Entry) |

| Security Class: 010 | Authorized Personnel: Child Support Supervisory Staff |
|---|---|
| Abbreviated Screen Name | Screen Name |
| BALADJCS | Balance Adjustment – Child Support |
| BALADJFC | Balance Adjustment – Foster Care |
| SECDLG | Security Dialog Maintenance |
| SECGRP | Security Group Maintenance |
| REMRCOUP | RE/MR Coupon Account Update |

| Security Class: 015 | Authorized Personnel: Central Office Staff and Data Entry |
|---|---|
| Abbreviated Screen Name | Screen Name |
| 1099ADD | 1099 Address Verification |
| 1099ASET | 1099 Asset Verification |
| 1099EMP | 1099 Employer Verification |

| Security Class: 016 | Authorized Personnel: Regional Administrators |
|---|---|
| Abbreviated Screen Name | Screen Name |
| REGION | Approval Authority Maintenance |

| Security Class: 017 | Authorized Personnel: Accounting Staff |
|---|---|
| Abbreviated Screen Name | Screen Name |
| CSCQ | CSC Request Queue |
| UPPASA | UPPA Overage |

**SECURITY CLASSES BY JOB TITLE/FUNCTION**    Iowa Department of Human Services
**Security Class: 018**    **Title 9** General Computer Information
Revised August 31, 2007    **Chapter B** General Computer Information and ICAR Security Appendix

| Security Class: 018 | Authorized Personnel: Accounting Staff |
|---|---|
| Abbreviated Screen Name | Screen Name |
| PRREFUND | Process Refunds |
| PRSPECAB | Process Special Abstracts |

| Security Class: 023 | Authorized Personnel: Central Office Staff, Interstate Staff, Central Registry Staff |
|---|---|
| Abbreviated Screen Name | Screen Name |
| ADDRESSB | Browse Initiating Addresses |
| ADDRESSM | Address Maintenance |
| CENTREG | Assign Central Registry Numbers |
| CITY | City Code Maintenance |
| CRMENU | Central Registry Menu |
| CRMENU1 | Central Registry Menu |
| NFDLOC | Central Registry Locate Request |
| WORKERG | Worker Maintenance |

| Security Class: 024 | Authorized Personnel: Accounting Staff, Central Office Staff, Foster Care Recovery Staff, Support Recovery Staff |
|---|---|
| Abbreviated Screen Name | Screen Name |
| CASE | Case |
| CASEHIST | Case History Information |
| CATS | CATS Main Menu |
| CHILD2 | Additional Child Information |
| CHILDLST | Child List |
| COUPDIST | Coupon Distribution by Obligation Account Type |
| COURTORD | Court Order |
| COURTOR2 | Court Order 2 |
| COURTSUM | Other State's Court Order |
| CPEMP | Payee Employer |
| CRREPORT | Credit Reporting Referral |
| DCO | Determine Controlling Order |
| DCO2 | Determine Control Order – 2 |